



Richard E. Constable III
Chairman

Anthony L. Marchetta
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

ISSUE DATE: 4/5/13

JOB TITLE: Tax Credit Analyst III

RANGE: 12

DIVISION: Tax Credit Services

FL STATUS: Exempt ☒ Non-Exempt ☐

UNION STATUS: Professional Unit ☒ Administrative Unit ☐ Non-Union ☐

EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

Under supervision, and pursuant to Section 42 of the Internal Revenue Code and NJ QAP, review and evaluate Low Income Housing Tax Credit (LIHTC) applications to award tax credits; monitor compliance requirements for recipients of tax credit awards; participate in presentations at LIHTC conferences and seminars. Monitor compliance with Section 42 of the IRS Code and NJQAP through: review analysis of rent calculations and the documentation to ensure that a tenant's income does not exceed the applicable income limit under Section 42 of the Internal Revenue Code; review project files to ensure that the appropriate information related to total number of residential units in a building, percentage of low-income units in a building, and the rent charged for each unit is accurate and properly documented; review of the project's vacancy list to determine low-income unit vacancies in the building; review of the owner's recordkeeping and records retention system to ensure program documentation is maintained properly; review of the owner's certification; and on-site project inspections. Notify building owners and the Internal Revenue of noncompliance and assist in the training of level I and II analysts when necessary. Complete related duties and special projects as requested.

No later than the one-year anniversary of the employee's start date; analyst shall have successfully completed an NJHMFA approved tax credit certification course. Upon receipt of certification, analyst shall be expected to attend annual trainings, workshops and conferences including but not limited to, sessions offered by NCSHA, JAHMA/NAHMA, HMFA approved tax credit course providers and/or IPED. Employee must satisfy the continuing education requirements to maintain his/her tax credit certification.

A valid driver's license in the state in which the person resides. Extensive walking and climbing of stairs is required to access all areas of the developments.

MINIMUM REQUIREMENTS

EDUCATION/EXPERIENCE:

Four (4) year degree and eight (8) years of relevant experience in housing finance, accounting or tax credit syndications, some of which were in a leadership role; training of level I and/or II positions; or an equivalent combination of education and experience that meets the required knowledge, skills and abilities.

SKILLS:

Knowledge of Federal, State and local housing programs including LIHTC, Section 8, Community Development Block Grants (CDBG), HOME, HOPE VI and Balanced Housing preferred. Must be proficient in Microsoft Office (Word and Excel); must have ability to work independently to accomplish multiple assignments simultaneously, as well as the ability to communicate effectively orally, in writing, and to listen actively; and to perform and analyze financial calculations and draw conclusions.

BENEFITS

HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; Public Employees' Retirement System (PERS); personal, sick and vacation days; tuition reimbursement and paid holidays. Residency in the State of New Jersey is required of all employees with an agency of the State in accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L.2011, Chapter 70).

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858; E-MAIL: HRjobs@njhmfa.state.nj.us

THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.